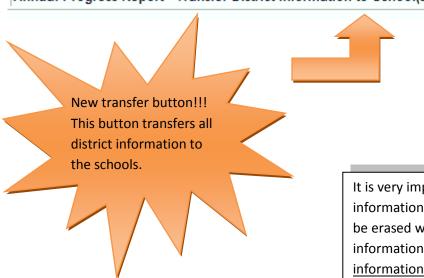# Continuous School Improvement Plan

Annual Progress Report

The Annual Progress Report (APR) is utilized as part of the Small Schools Accountability Process but can also be used to assist districts and schools in planning. Yearly Action Plans were completed during the 2009-10 planning year. The Yearly Action Plans are now incorporated into the Annual Progress Reports for ease of use by schools and districts.

Below are all the steps that must be completed prior to submitting the APR.

Annual Progress Report	Instructions		
Annual Progress Report - 1 Math Goal	This Step is Required.	Go to Page
Annual Progress Report - 2 Reading Goal	This Step is Required.	Go to Page
Annual Progress Report - 3 Curriculum Goal	This Step is Required.	Go to Page
Annual Progress Report - 4 Other Goal	This Step is Optional.	Go to Page
Annual Progress Report - 5 Other Goal	This Step is Optional.	Go to Page
Annual Progress Report - 6 Curriculum Alignment	This Step is Required.	Go to Page
Annual Progress Report - Transfer District Information to School(s)	This Step is Optional.	Go to Page

New transfer button!!! This button transfers all district information to the schools.

It is very important to note that any information entered by the schools will be erased when the district transfers information. The district should transfer information **first**, and then the schools can insert additional information.
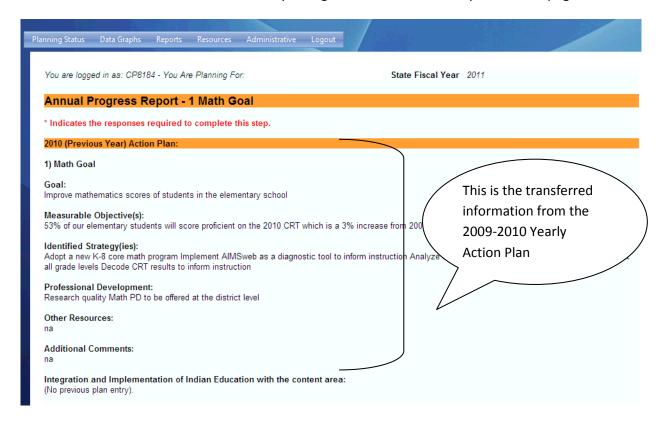
The above transfer button can only be used by districts and only for transferring information within the Annual Progress Report.
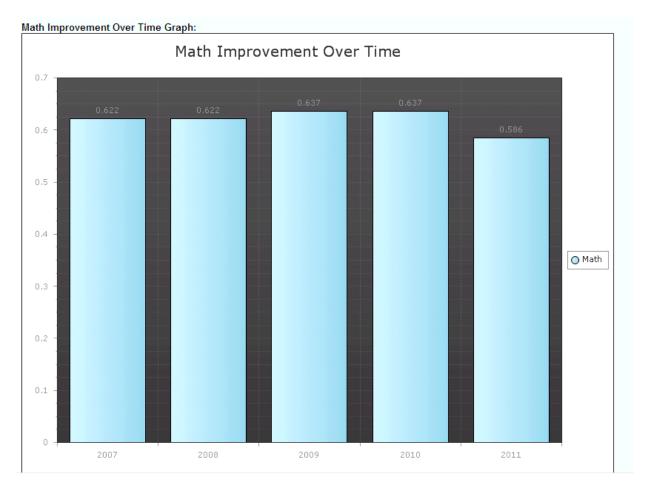
Single schools in a district should login and complete the district Annual Progress Report. Information from the district can then be transferred to the school.

Steps 1-5 - Goals

Text boxes have been provided which support the required format for the yearly action plan goals. The text boxes have a limit of 7000 characters. You can copy and paste from other Word documents into these text boxes. Be sure to Save any changes or additions before you exit this page.
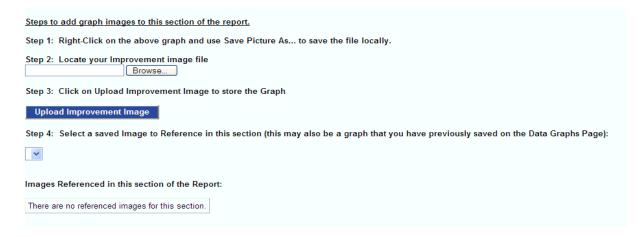
Math Improvement Over Time Graph:

Improvement Over Time was included in last year's Effectiveness Report as an additional piece of information. This year the Improvement Over Time is included for planning for all schools and districts. While the graph appears on the screen, the graph must be saved to your Annual Progress Report. Follow the steps below to save the graph and upload it into the graphing library. Graphs saved in the district planning tool will not be available to schools when information is transferred.

NEW Graphs from the graphing library can now be included in the Annual Progress Reports. Follow the instructions and steps below to include graphs in the APR. While the images will appear as a thumbnail graph, the graph will print in a normal size.
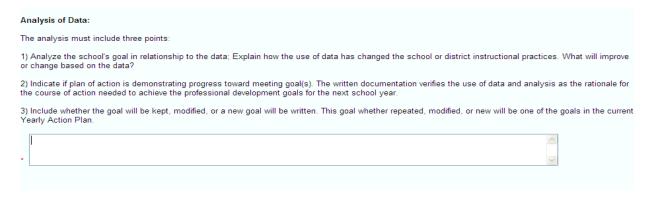
Steps to add graph images to this section of the report.

Step 1: Right-Click on the above graph and use Save Picture As... to save the file locally.

Step 2: Locate your Improvement image file
[_____] [Browse...]

Step 3: Click on Upload Improvement Image to store the Graph

[**Upload Improvement Image**]

Step 4: Select a saved Image to Reference in this section (this may also be a graph that you have previously saved on the Data Graphs Page):

[⌄]

Images Referenced in this section of the Report:
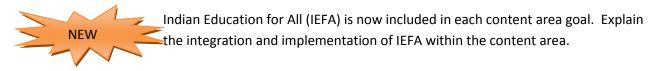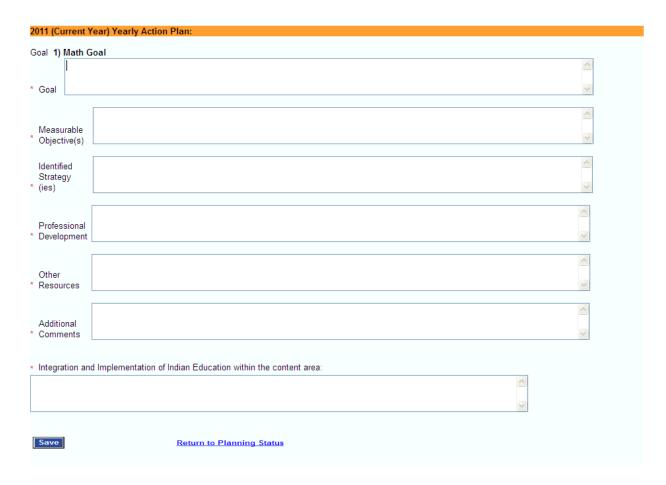
There are no referenced images for this section.

Analysis of Data

The Analysis of Data section provides the OPI with the required information to monitor and evaluate Annual Progress Reports as required by the Board of Public Education. The three questions listed provide schools and districts with starting points to analyze data and student progress. **All three questions must be addressed in the response section.**

Analysis of Data:

The analysis must include three points:

1) Analyze the school's goal in relationship to the data; Explain how the use of data has changed the school or district instructional practices. What will improve or change based on the data?

2) Indicate if plan of action is demonstrating progress toward meeting goal(s). The written documentation verifies the use of data and analysis as the rationale for the course of action needed to achieve the professional development goals for the next school year.

3) Include whether the goal will be kept, modified, or a new goal will be written. This goal whether repeated, modified, or new will be one of the goals in the current Yearly Action Plan.

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After analyzing the data and determining the course of action for the next school year, schools and districts will complete a new Yearly Action Plan in the provided template.
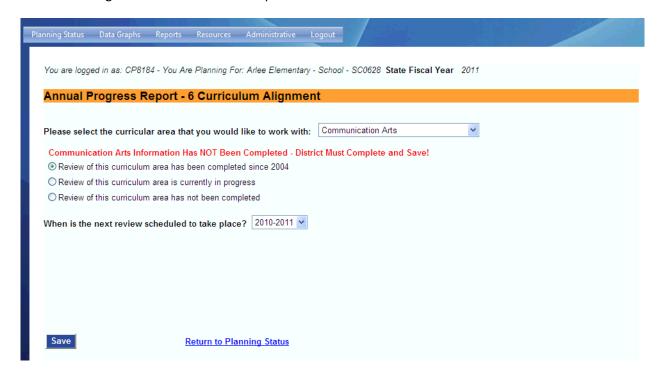
NEW Indian Education for All (IEFA) is now included in each content area goal. Explain the integration and implementation of IEFA within the content area.

2011 (Current Year) Yearly Action Plan:

Goal 1) Math Goal

* Goal

Measurable
* Objective(s)

Identified
Strategy
* (ies)

Professional
* Development

Other
* Resources

Additional
* Comments

* Integration and Implementation of Indian Education within the content area:

[Save]   **Return to Planning Status**

Always remember to save before moving to a new page or to a navigation tab within the plan.
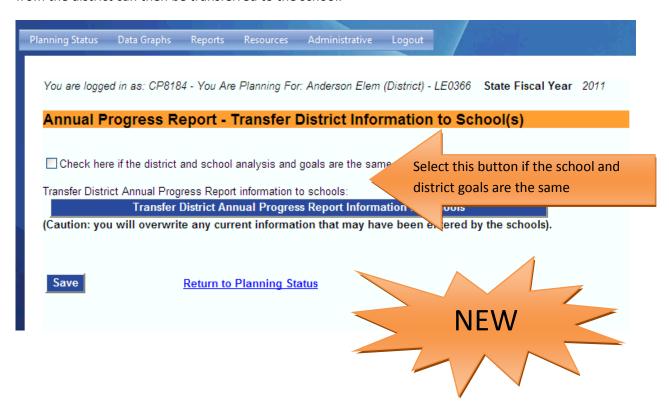
Step 6 Curriculum Alignment

This section of the Annual Progress Report remains unchanged from the 2009-10 planning year. The Curriculum Alignment section must only be completed by districts. Schools are not required to complete this information. There are 12 curricular areas that must be addressed within this section of Curriculum Alignment. Below is an example of Communication Arts.

Transfer District Information to School(s)

Once all information in entered for the district Annual Progress Report, the district may choose to transfer all Annual Progress Report information to the schools within the district. It is imperative to understand that all information entered by schools will be lost once the district transfers information.

Single schools in a district should login and complete the district Annual Progress Report. Information from the district can then be transferred to the school.

Submission Information

Submission Information is also a requirement of all schools and districts. Schools and districts requested a submission button to ensure that plans were completed and submitted. Schools and districts complete the Submission Information, save, and submit the CSI Plan and Annual Progress Report. Even though information may have been submitted at an earlier date, information may be modified until November 1st. After November 1st, the information will be submitted to the OPI and saved for scoring of the Annual Progress Reports.

NEW

This section is new for all users. All ESEA Title I schools must submit the "Required for ESEA Title I" section.

Required for Title I:

First Name of Person responsible for the implementation and monitoring of the Yearly Action Plans:

Last Name of Person responsible for the implementation and monitoring of the Yearly Action Plans:

Anticipated date of completion of the Yearly Action Plans:

Date the schoolwide plan was revised:

Submission Information:

First Name of person submitting this plan:

Last Name of person submitting this plan:

Title of person submitting this plan:

Phone Number of person submitting this plan:

Date submitted to OPI: 9/20/2010 12:55:00 PM

The plans have been submitted to OPI.

Save   Submit to OPI